



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

JOB ANNOUNCEMENT

Education Assessment Program Lead

JOB POSTING ID: 600424
APPLY BEFORE: May 31, 2016
LOCATION: Indianapolis
TO APPLY: [Link to Job Posting](#)
HIRING SALARY: \$50,000 but will be commensurate with experience

JOB DESCRIPTION:

The Assessment Program Lead for ISTEP+ and IREAD-3 has primary responsibility for conceptualizing, organizing, and managing day-to-day activities associated with these assessment programs. Duties include aiding in the development, and design of assessments and related supplementary materials, in addition to providing support for the planning and managing of statewide pilot and assessment components. The Assessment Program Lead collaborates with Indiana Department of Education assessment specialists and test vendors to meet project goals and deadlines. The Assessment Program Lead stays abreast of current policy and provides support for the implementation of Indiana's assessment programs. This position encompasses, but is not limited to, the following responsibilities:

- Works cooperatively and collaboratively with assessment staff, curriculum specialists, and assessment contractors to create valid and reliable assessments
- Works as part of a team with assessment staff in the administration and implementation of the statewide assessment system
- Assists in daily decision-making for the ISTEP+ and IREAD-3 programs
- Plans, develops, implements, monitors and evaluates ISTEP+ and IREAD-3 assessment program components
- Assists in the production and review of all ISTEP+ and IREAD-3 ancillary assessment materials
- Collaborates with vendors to set project timelines
- Collaborates with content specialists and the Assessment Program Manager to meet project goals and deadlines
- Communicates with vendors regarding project concerns and works to resolve issues
- Makes recommendations to improve and enhance assessment programs
- Plans and delivers presentations to assist administrators and teachers in understanding the ISTEP+ and IREAD-3 assessments and graduation examinations and how to appropriately use assessment-related information to inform instructional and curricular decisions
- Assists with training workshops for Indiana schools, insuring timely dissemination of information regarding program guidelines, legislative changes, technical interpretations and other key information, as necessary, to implement the required statewide assessments
- Interprets and communicates policy-related information to parents, schools, school corporations, and the public
- Uses a broad understanding of assessment development, as well as general and specific

methodological and procedural knowledge to respond to inquiries regarding statewide assessments

- Attends project- and program-related meetings
- Travels to meetings and workshops in-state and out-of-state when necessary
- Adheres to local, state, and federal laws and policies
- Complete additional duties as assigned

PREFERRED EXPERIENCE & COMPETENCIES:

Minimum of Bachelor degree in education with a Master degree preferred. Work experience in the administration of educational assessments or related and K-12 teaching experience preferred.

- Exceptional interpersonal skills
- Effective oral and written communication skills
- Extensive problem-solving skills
- Advanced skills in project management
- Broad knowledge of assessment policies, practices and procedures
- Broad knowledge of graduation requirements related to assessment
- Extensive expertise with Microsoft Office suite or equivalent software
- Ability to create, enhance and edit written materials
- Ability to maintain composure and professionalism when dealing with stressful and demanding situations
- Ability to communicate with parents, schools, school corporations, and the public
- Ability to prioritize numerous work assignments and to meet deadlines
- Ability to manage multiple, simultaneous tasks
- Exceptional attention to detail
- Ability to work as part of a team